

**LITCHFIELD
COUNCIL**



**Litchfield Women's Business Network
Steering Committee**

AGENDA

MONDAY 10/01/2022

Meeting to be held commencing 5:30pm
In Council Chambers at 7 Bees Creek Road, Freds Pass



COMMITTEE AGENDA

LITCHFIELD WOMEN IN BUSINESS NETWORK

**Notice of Committee meeting
to be held in the Council Chambers, Litchfield
on Monday, 10 January 2022 at 5:30pm**

Cr Emma Sharp
Chairperson

Meeting objective:

Assisting with the planning and staging of events and contribute ideas to achieving the goals and purpose of the Litchfield Women in Business Network

The purpose of the Litchfield Women in Business Network is to provide opportunities to collectively share ideas, resources and contacts to support women in business.

The Women in Business Network will assist women make connections, promote their business and gain new skills through sharing of experiences and learnings.

Order of Business

1. Introduction

2. Apologies

3. Confirmation of Minutes

Minutes of the previous meeting held 15 November 2021 and 22 November 2021.

4. Presentations

Nil.

5. Items for Decision / Discussion

4.1 Submission - Expressions of Interest – LWIB Business Plan

4.2 Resignation – Lauren Johnson

6. Close



MEETING MINUTES

LITCHFIELD WOMEN IN BUSINESS NETWORK COMMITTEE

**Minutes Meeting
held in the Council Chambers
on Monday 15 November 2021 at 5:30pm**

Present	Emma Sharp Doug Barden Kevin Harlan Rachel Wright Elaine Mills Beckie Kernick Nicky Clark	Councillor (Chair) Mayor Councillor Councillor (<i>Electronic</i>) EMPM Berry Springs Mechanical Darwin Laundries
Officers	Daniel Fletcher Debbie Branson	Chief Executive Officer Executive Support

1. OPENING OF THE MEETING

The Chair opened the meeting and welcomed everyone present.

2. APOLOGIES AND LEAVE OF ABSENCE

Lauren Johnson, Humpty Doo Pharmacy
Ute Coyne-Pollig, Bookkeeper

3. CONFIRMATION OF MINUTES

Moved Nicky Clark
Seconded Beckie Kernick

The minutes of the meeting held 24 May 2021 were confirmed.

CARRIED

4. PRESENTATIONS

Nil

5. REPORTS FOR DECISION / DISCUSSION

5.1 Terms of Reference

Noted.

5.2 Future Direction of the LWIB

The following comments were made in relation to the future direction of the Committee and when the members were asked about incorporation:

- Not enough consistency
- Not sustainable in the current form
- No ability to stand on its own
- Needs to grow
- Not another PRBA
- Thought it was the role of the Committee to establish events, ie the art exhibition
- Continue to gather people together and network
- Support up and coming women in business
- Mentor young women by senior people / mentor programs
- Need to grow / generate
- Membership fees were discussed to increase income
- Chair to be a Council member rather than a community member
- Clarity was provided with regards to the Litchfield Arts Exhibition
- Maintain network basics
- Business hosting future events
- Business Plan to be developed on how to grow / eventually aim for incorporation
- More publicity required – Council resources are limited

Moved Becky Kernick
Seconded Elaine Mills

THAT the Litchfield Women in Business Network:

1. distribute an Expression of Interest to develop a Business Plan for the purpose growing the current model;
2. allocate funds up to \$2,000 in the event no one is available for the preparation of a Business Plan; and
3. provide the Expression of Interest results to the Committee.

CARRIED

5.3 International Womens Day Grant

Circulate the information to members and a Special Committee be called pending an extension on the grant application.

6. CLOSE OF MEETING

The meeting was closed at 6:45pm

Unconfirmed



SPECIAL MEETING MINUTES

LITCHFIELD WOMEN IN BUSINESS NETWORK COMMITTEE

**Minutes Special Meeting
held in the Council Chambers
on Monday 22 November 2021 at 5:30pm**

Present	Emma Sharp Doug Barden Kevin Harlan Mark Sidey Ute Coyne-Pollig Elaine Mills Lauren Johnson Cecile Coleman Nicky Clark Debbie Branson	Councillor (Chair) Mayor Councillor Councillor (<i>Electronic</i>) Bookkeeper (<i>Electronic</i>) EMPM Humpty Doo Pharmacy Coleman Contractors Darwin Laundries Executive Support
Officers		

1. OPENING OF THE MEETING

The Chair opened the meeting and welcomed everyone present.

2. APOLOGIES AND LEAVE OF ABSENCE

Rachael Wright, Councillor
Andrew Mackay, Councillor
Beckie Kernick, Berry Springs Mechanical

3. ITEMS FOR CONSIDERATION

3.1 International Women's Day Grant Submission

Moved: Nicky Clark
Seconded: Elaine Mills

THAT Litchfield Women in Business Network Committee do not apply for the International Women's Day Grant provided by the NT Government due to time constraints preparing the submission.

CARRIED

4. CLOSE OF MEETING

The meeting was closed at 6:18pm

Unconfirmed



COMMITTEE REPORT

Agenda Item Number:	4.2
Report Title:	Resignation
Author:	Debbie Branson, Executive Support
Meeting Date:	10/01/2022
Attachments:	A: Resignation – L Johnson B: Terms of Reference

Executive Summary

A resignation has been received from Ms Lauren Johnson, a community member on the committee (refer to Attachment A).

Recommendation

THAT the Committee determine if Council is to seek expressions of interest to fill the vacancy on the Litchfield Women in Business Network Committee until 21 April 2023 or if the Committee continues with seven Community Members.

Background

Litchfield Council called for Expressions of Interest from within the Community for eight community members. Nine applications were received.

As per the Litchfield Women in Business Terms of Reference, clause 3 the Committee comprises of the Litchfield Mayor, Councillors and up to eight women from the Litchfield Community.

On the 21 April 2021, Council resolved the following:

THAT Council acknowledges the nine expression of interests and appoint the following community members:

- *Beckie Kernich*
- *Nicky Clark*
- *Tanya Izod*
- *Cecilia Coleman*
- *Elaine Mills*
- *Lauren Johnson*
- *Rana Everett*
- *Ute Coyne-Pollig*

In accordance with the Terms of Reference, only if the vacancy has a term less than twelve months the Committee can co-opt a member. To fill the position Council will need to call for Expressions of Interest.

The term of the existing Committee is 21 April 2021 until 21 April 2023.

Given the Terms of Reference indicates "*up to eight women from the Litchfield Community*" it is also an option that the Committee continue with seven Community Members.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

N/A

Community Engagement

Nil

Debbie Branson

From: Lauren Johnson <lauren39johnson@yahoo.com.au>
Sent: Tuesday, 4 January 2022 6:47 PM
To: Debbie Branson
Subject: LWIB committee

Good evening Debbie

Due to personal reasons I'm standing down from being on the LWIB committee.
I wish you all the success in the future

Kind regards

Lauren johnson (large)



Litchfield Women in Business Network Committee

Terms of Reference

Introduction

The Litchfield Women in Business Network is a network of professional women living or working in the Litchfield municipality or with a close association to the Litchfield municipality.

Litchfield Council recognises the importance of supporting, making connections, promoting businesses and gaining new skills to business success. It has facilitated the establishment of this Network to support women to be successful in business.

A strong and successful business sector contributes to the liveability of the Litchfield municipality to be the Best Place to Live in the Top End.

1. Purpose

The purpose of the Litchfield Women in Business Network is to provide opportunities to collectively share ideas, resources and contacts to support women in business.

The Women in Business Network will assist women make connections, promote their business and gain new skills through sharing of experiences and learnings. This will be done by holding at least three events each annum.

2. Membership

The Litchfield Women in Business Network will be inclusive and open to women operating a business in Litchfield, living in the Litchfield municipality or with a close connection to Litchfield.

3. Women in Business Network Committee

The Litchfield Women in Business Network will be administrated by a Committee comprising:

- Litchfield Council Mayor;
- Councillors; and
- Up to 8 women from the Litchfield community

Guests may be invited to attend Committee Meetings depending on matters on the agenda for discussion.



3.1 Committee Appointments

Expressions of Interest will be called for publicly from women residing in the Litchfield municipality. The Committee may invite or co-opt members as required.

3.2 Term of Appointment

Committee members will be appointed for a term of 24 months.

3.3 Selection of Committee Members

Selection will be based on the identified criteria as well as the individual merit.

Selection criteria will include community members who:

- either own or manage a business in the Litchfield municipality or
- own or manage a business elsewhere but live Litchfield or
- have a close association with the Litchfield municipality.

3.4 Roles and Responsibilities of members

Committee members have a responsibility to:

- attend meetings;
- assist with the planning and staging of events; and
- contribute ideas to achieving the goals and purpose of the Litchfield Women in Business Network.

3.5 Vacancies

A committee vacancy arises if a member resigns in writing. If the term remaining is less than 12 months, the Committee may co-opt a new member.

3.6 Other attendees

Visitors or guests may be invited to attend meetings, or part thereof, to provide input to discussions or upcoming events.

3.7 Meetings

3.7.1 Meeting Schedule

Meetings will be held as required, with a minimum of three per calendar year.



3.7.2 Quorum

A meeting quorum of at least four (4) members is required.

3.7.3 Chairing of Meetings

All meetings will be chaired by an endorsed member of Council.

3.7.4 Secretariat Support

The secretary for meetings will be the Executive Assistant to Mayor and Chief Executive Officer.

3.7.5 Agenda Papers

Agenda and other documentation necessary for conducting a meeting will be made available to Committee members at least five days before each meeting.

Meeting Agenda Papers will be developed by the Litchfield Council's Mayor.

Calls for agenda items will be issued one week prior to the agenda distribution. Committee members may propose agenda items for the meetings to the Executive Assistant for the Mayor's consideration.

3.7.6 Meeting Protocol

The Litchfield Women in Business Network Committee shall adhere to normal meeting protocols.

3.7.7 Voting

Committee recommendations are to be reached by consensus.

4. Conflict of Interest

Any committee members with a conflict of interest or perceived conflict of interest must declare the interest prior to discussion of the item. This will be a standing item on the agenda.

5. Amendment

This Terms of Reference may be amended, varied or modified in writing after the Local Government Election.